# *N-FOCUS Interim Release Combined EA and MLTC*

# *January 8, 2017*

An Interim Release of the N-FOCUS system is being implemented January 8, 2017. This document provides information explaining new functionality, enhancements and problem resolutions made effective with this release. This document is divided into four main sections:

**General Interest and Mainframe Topics:** All N-FOCUS users should read this section.

**Electronic Application:** N-FOCUS users responsible for case activity received through the Web based Electronic Application should read this section.

**Developmental Disabilities Programs:** N-FOCUS users who work directly with DD programs and those who work with the related Medicaid cases should read this section. Note: This section will only appear when there are tips, enhancements or fixes specific to Development Disabilities Programs.

**Expert System:** All N-FOCUS users with responsibility for case entry for AABD, ADC Payment, SNAP, CC, FW, IL, MED, and Retro MED should read this section.

**Note:** When new functionality is added to N-FOCUS that crosses multiple topics (ie General Interest and Mainframe, Alerts, Correspondence, Expert System etc) the functionality will be described in one primary location. This location will usually be the General Interest and Mainframe section or the Expert System section. Alerts, Work Tasks and Correspondence that are part of the new functionality will be documented in both the primary location that describes the entire process and in the Alerts, Work Tasks and Correspondence sections.

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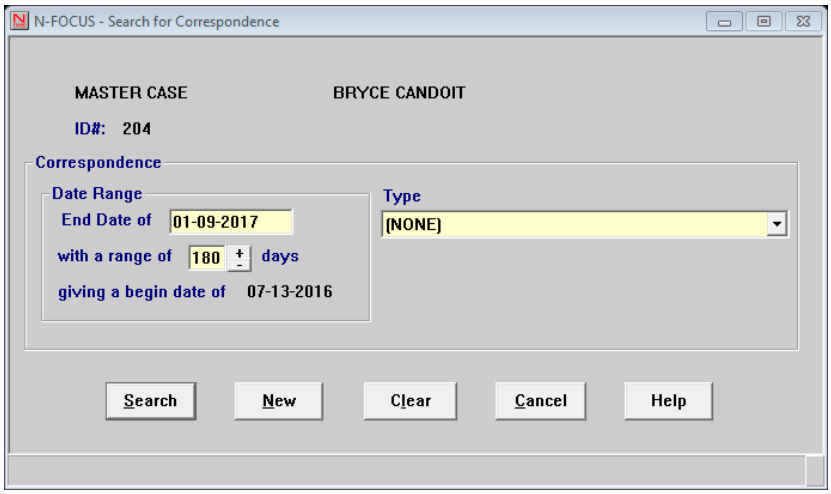
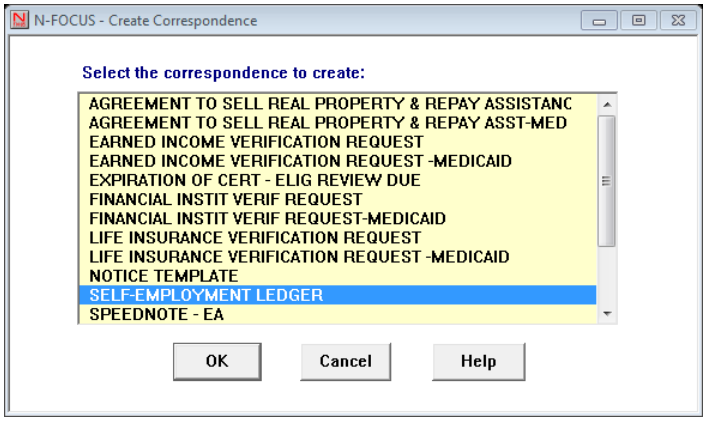
# Correspondence

## EA - Self-Employment Ledger – New

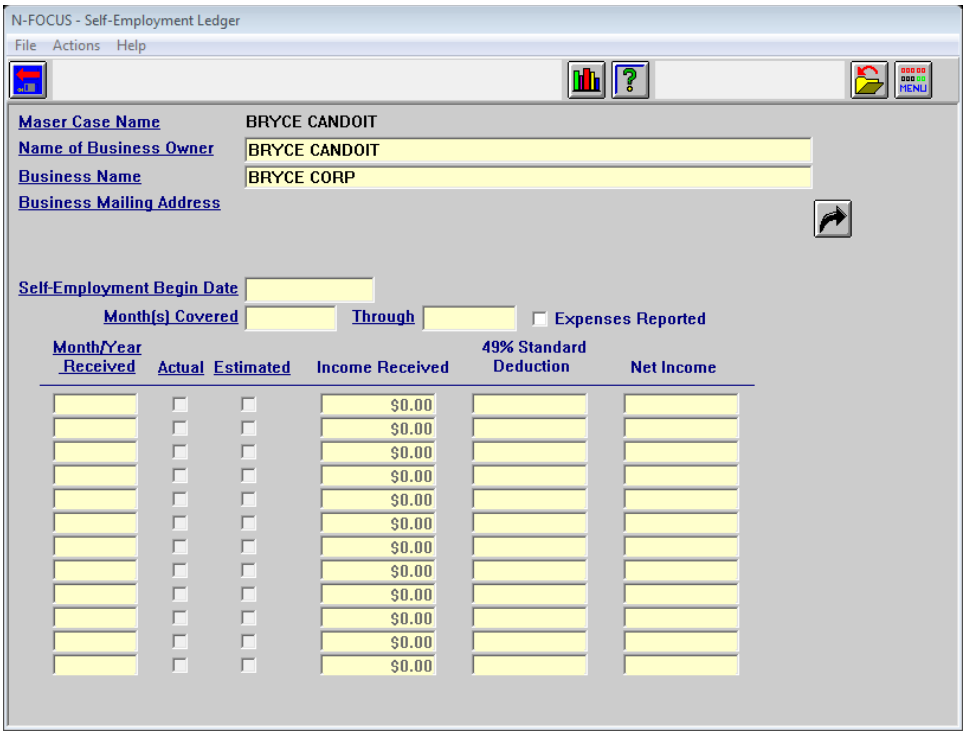
Effective with the January, 2017 Interim Release, workers will be able to create a Self-Employment Ledger from the Search for Correspondence window.



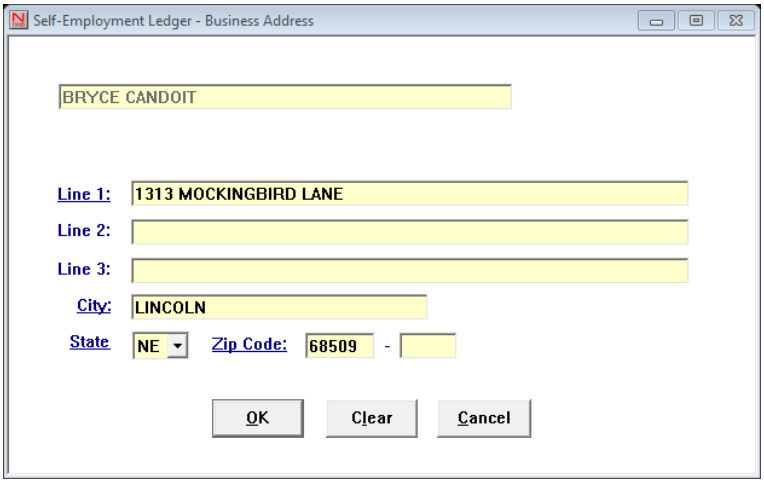

Select New and the Create Correspondence window appears. Highlight SELF-EMPLOYMENT LEDGER, and click on OK.




This brings up the fillable Self-Employment Ledger with the Master Case name.

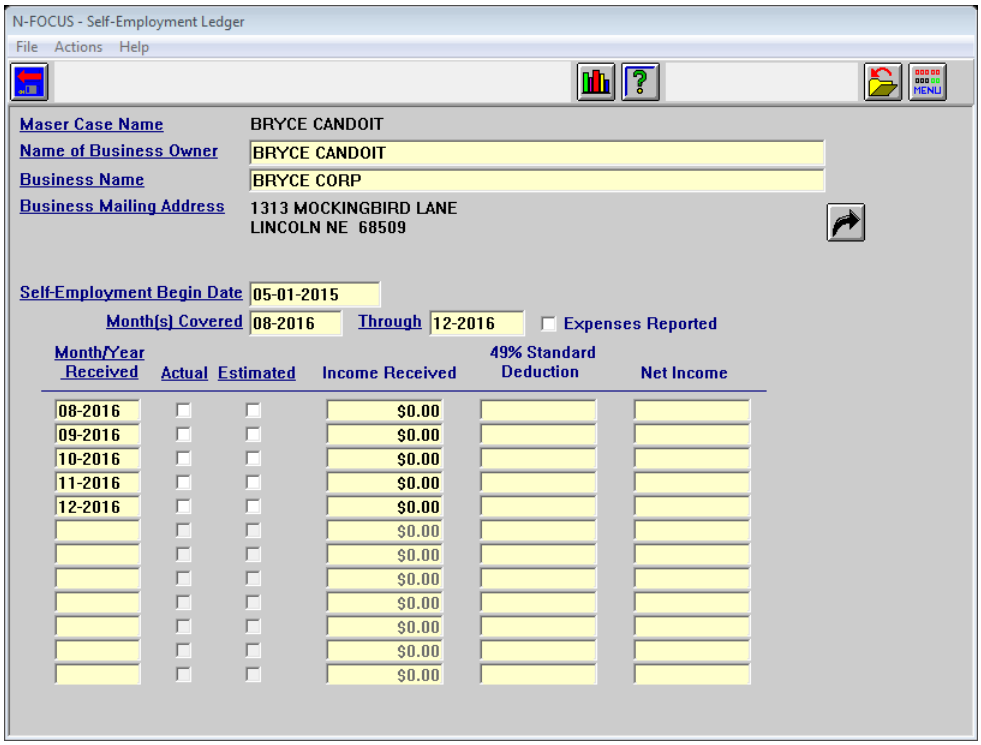



Filling in the Name of the Business Owner and the Business Name activates the select out arrow, allowing the worker to enter the business address.

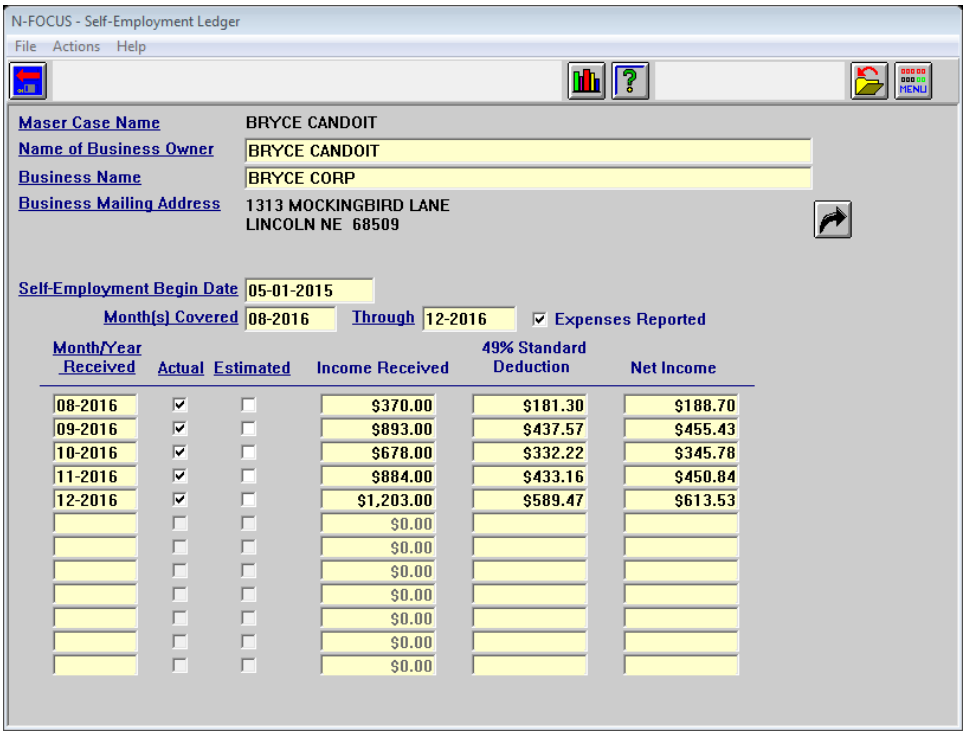



The remaining fields may filled in at interview, or when a client calls to report self-employment. Self-Employment Date, Month(s) Covered, Month/Year Received, and Actual or Estimated are required fields.

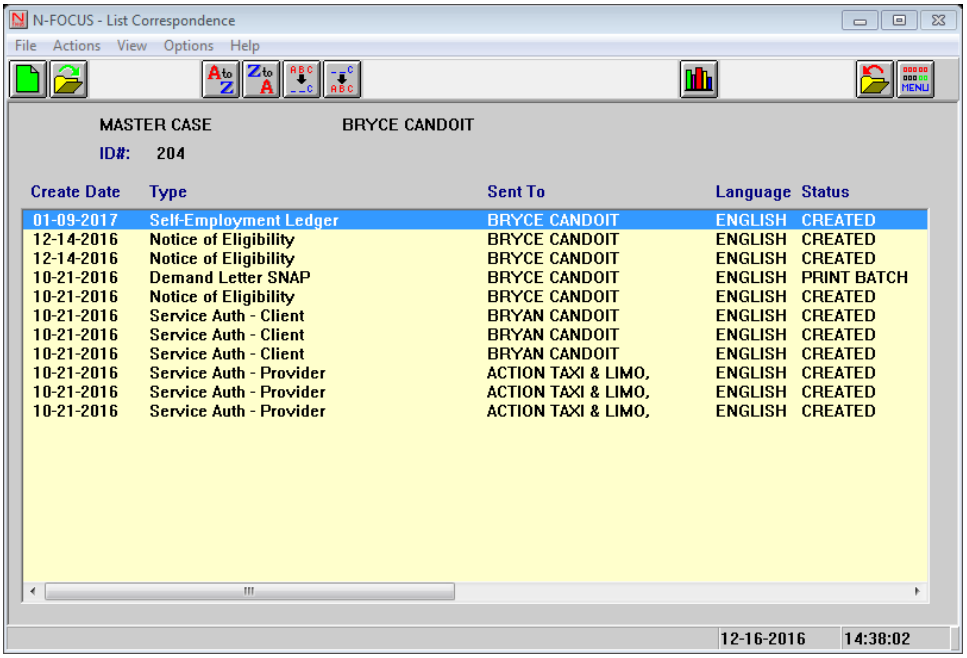
Populating the Months covered field auto-populates the Month/Year Received fields, and activates the Income Received fields.




If the Expenses Reported box is checked, an automatic 49% Standard deduction will be applied to the Income Received, and the Net Income will reflect this deduction.




When the Self-Employment Ledger is saved and closed, correspondence will be created for sending and viewing.




DEPARTMENT OF HEALTH AND HUMAN SERVICES
PO BOX 2992MH
OMAHA NE 68103-2992

Case Number - 00000204
Case Name - BRYCE CANDOIT
CONTACT - Economic Assistance
Fax Number - (402)595-1901
Date of Notice - 01-09-2017

BRYCE CANDOIT
8998 HARPERS BLVD
LINCOLN NE 68502

## Economic Assistance SELF-EMPLOYMENT LEDGER

Master Case #: 00000204 Master Case Nmae: BRYCE CANDOIT
Name of Business Owner: BRYCE CANDOIT
Business Name: BRYCE CORP
Business Mailing Address: 1313 MOCKINGBIRD LANE LINCOLN NE 68509
Self-Employment Begin Date: 05-01-2015
Dates Covered: 08-2016 Through: 12-2016

| Month/Year RECEIVED | Actual | Estimate | INCOME RECEIVED | 49% Standad Deduction | Net Income |
|---|---|---|---|---|---|
| 08-2016 | X | | $370.00 | $181.30 | $188.70 |
| 09-2016 | X | | $893.00 | $437.57 | $455.43 |
| 10-2016 | X | | $678.00 | $332.22 | $345.78 |
| 11-2016 | X | | $884.00 | $433.16 | $450.84 |
| 12-2016 | X | | $1,203.00 | $589.47 | $613.53 |

[X] By checking this box, it is certifing that the self-employment business has expenses related to doing business.

*This ledger lists your stated self-employment income. Receipt of this ledger verifies the self-employment income used to determine your eligibility. If there are changes to your income or expenses, you must contact your DHHS worker or AccessNebraska to report them.

Economic Assistance
Toll Free: (800)383-4278
Lincoln: (402)323-3900
Omaha: (402)595-1258

Go online:
ACCESSNebraska.ne.gov

# Expert System

## EA – Self Employment Ledger (Change)

Effective with the 01/08/2017 Interim Release the new Self Employment Ledger flat 49% Expense amount for Economic Assistance program cases of SNAP, ADC, AABD PMT, Child Care and LIHEAP will be implemented.

The 'cut in date' for this will be **budgets for January, 2017**. Budgets for that month and any beyond will use the 49% Self Employment Ledger Expense amount.

Budgets for December 2016 or earlier will use actual expenses entered.

Economic Assistance workers will no longer need to enter an Expense amount on the Add Self Employment Ledger income window for income to be used in January 2017 or later budgets.

Medicaid workers will continue to process Self Employment Ledger income as in the past.

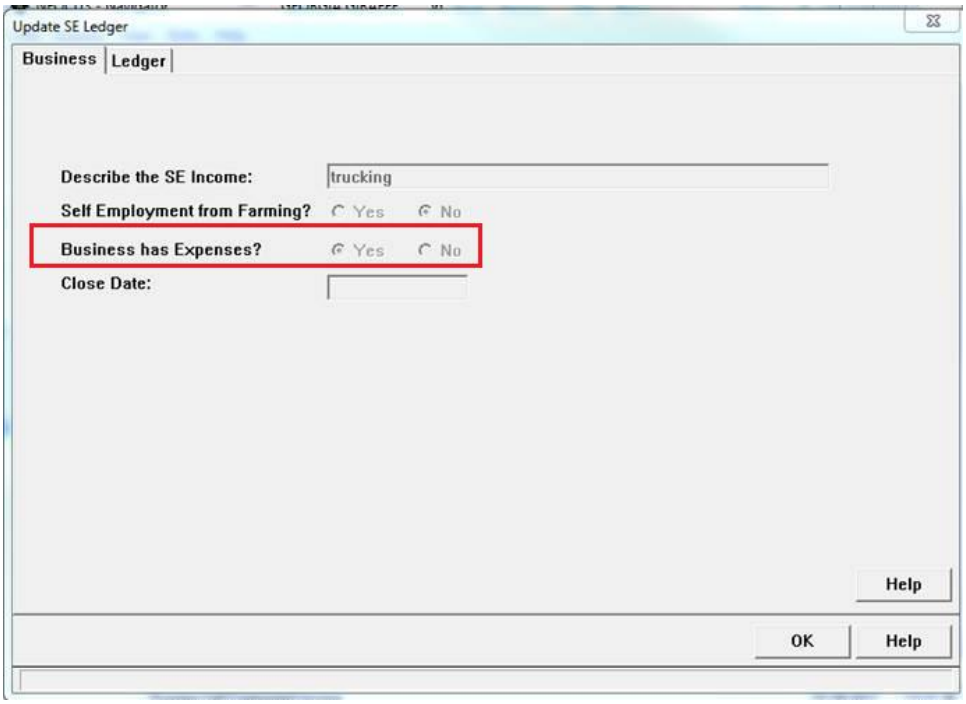
For MAGI cases using Other Income Medicaid SE Gain or Medicaid SE Loss.

For Non-MAGI cases enter:

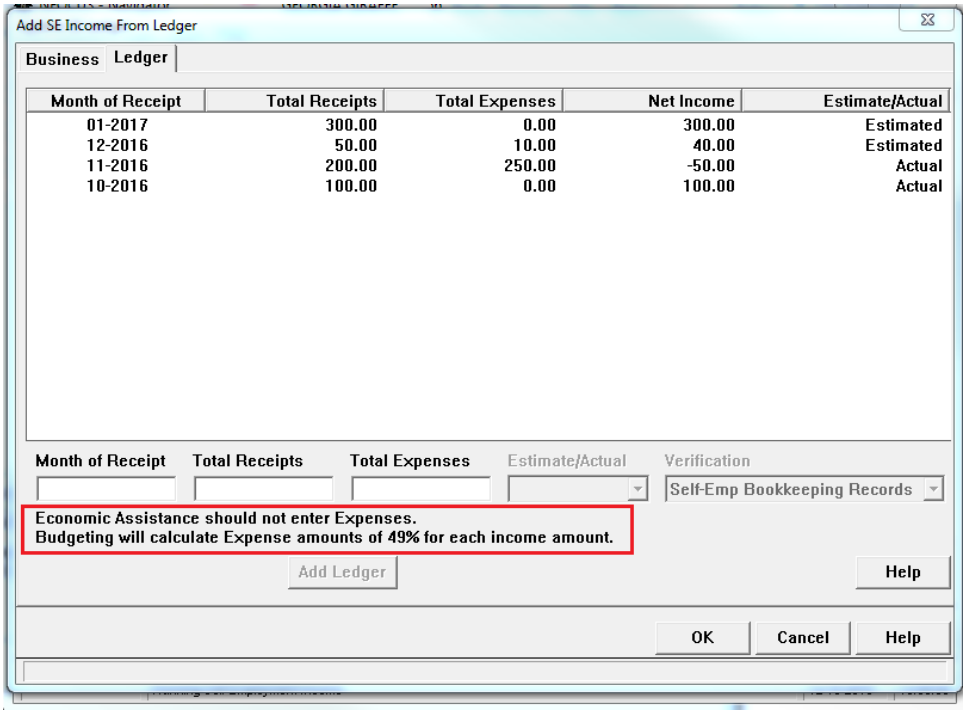
- The Month of the Income
- Total Receipts
- Total Expenses
- Whether the income is Actual or Estimated and
- Verification method

The only noticeable change is on the SE Ledger add window the worker will need to indicate whether the Business has Expenses? Yes or No.

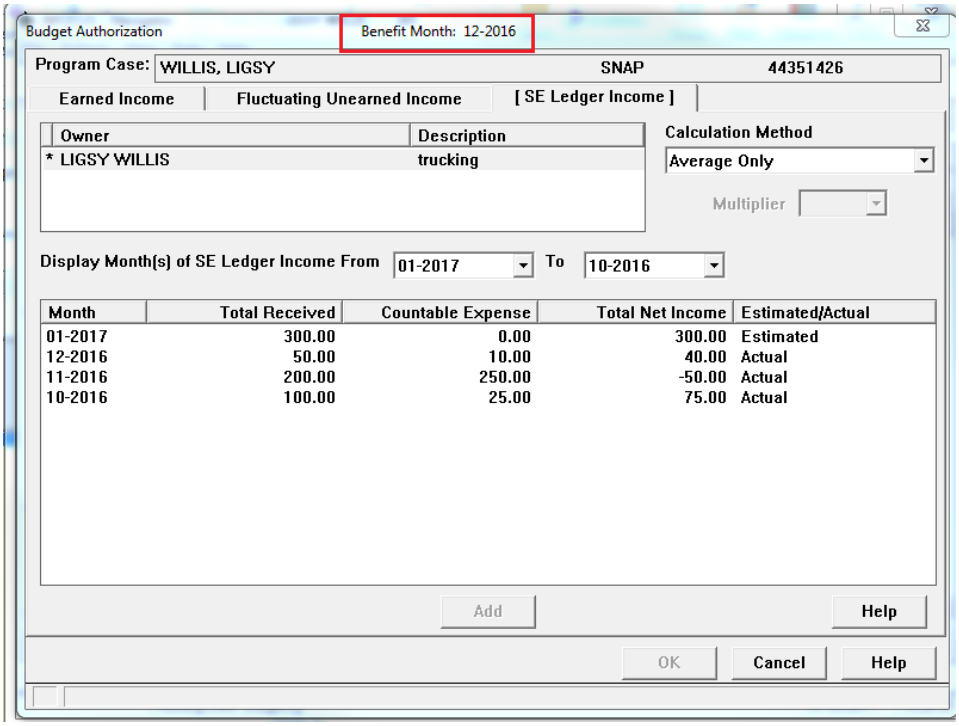
- If No is indicated, Expenses will not be counted in budgeting.
- If Yes is indicated, Expenses will be counted as always in budgeting.
    - If the business claims any Business Expenses be sure to answer Yes to the question
    - If this is an existing SE Ledger business with expenses a conversion program will run and indicate Yes to the question



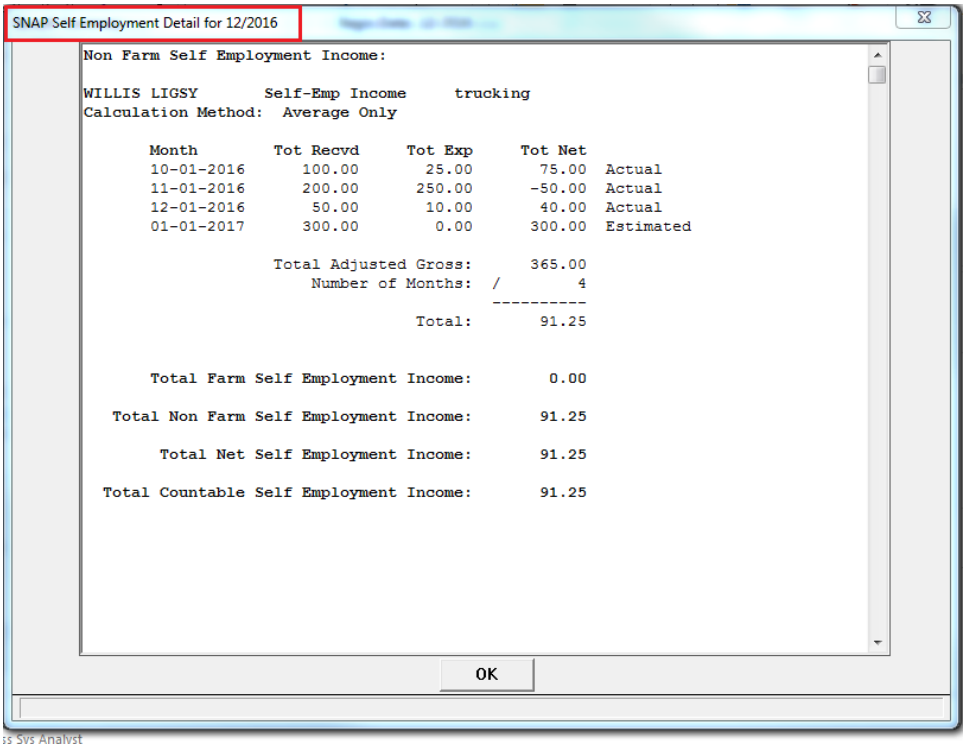

- If this is a new EA Program case that will have budgets prior to January, 2017 the worker must enter the Self Employment Expense for the months that will be used in budgets for December, 2016 or earlier.
- For SE Income used in Budget Months January, 2017 or later Expenses need not be entered.
- The Add SE Income from Ledger will always display the amounts entered.
- The 49% amount will display in Calculate and Benefit Summary.
- Medicaid employees may have added expenses but the 49% Expense deduction will be used in calculate for any Economic Assistance budget effective 01/2017 or later.




The Calculate window for December, 2016 displays and uses the actual Expense Amounts.

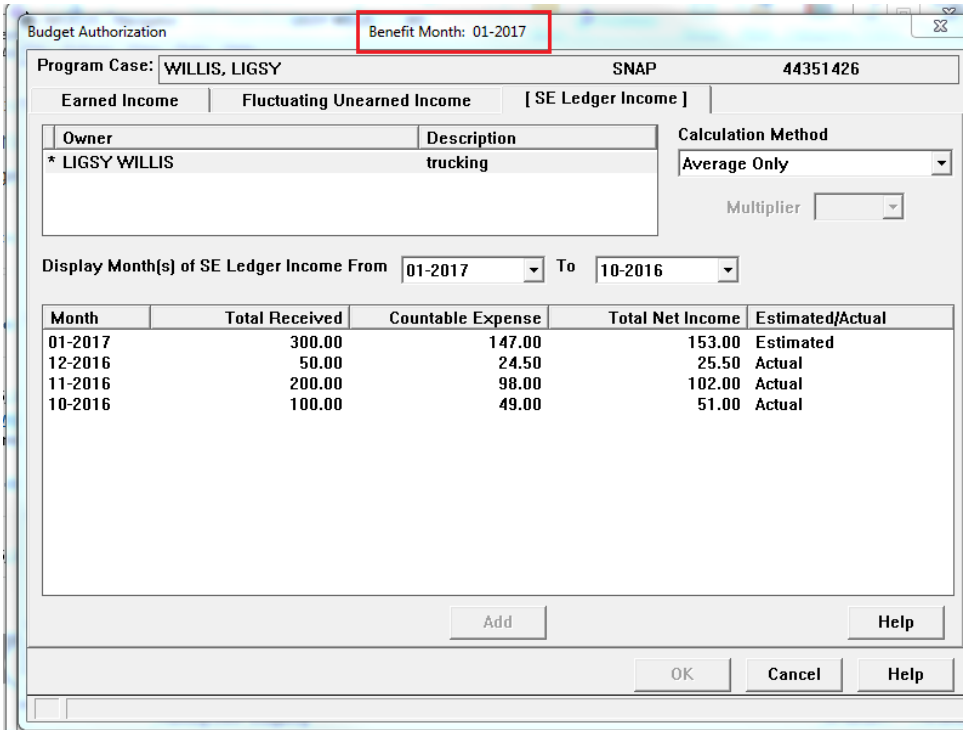



The Benefit Summary for December, 2016 still displays the actual Expenses used in the Budget.

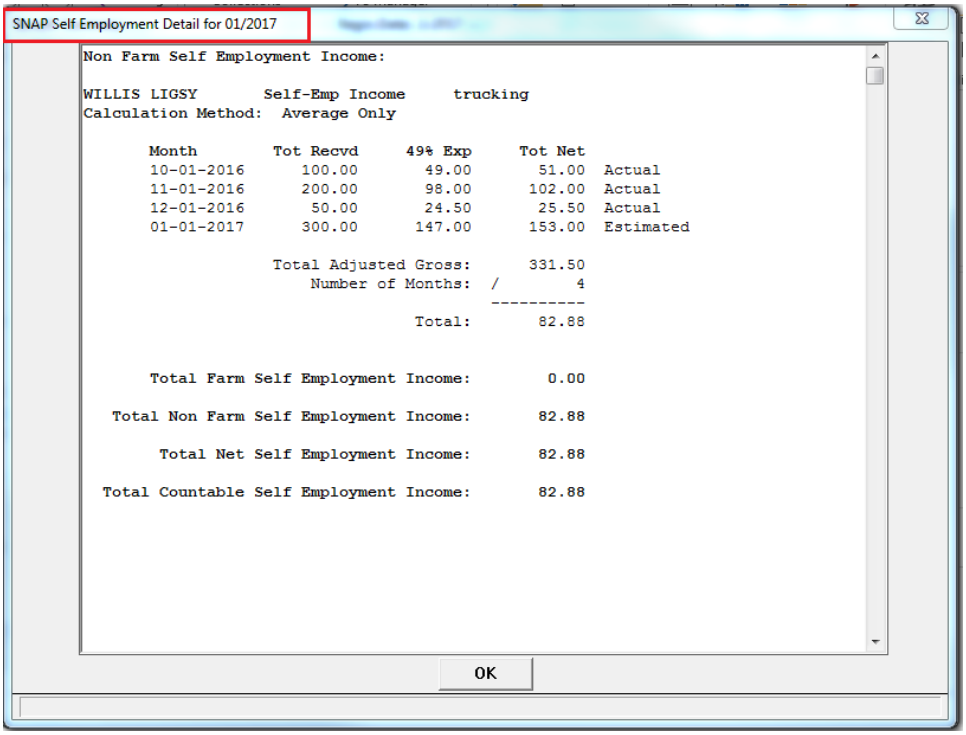



When the January, 2017 Budget is run the Calculate Window displays the 49% Expense deduction.

**Note:** The 49% Expense is given no matter how much or how little was entered in the SE Ledger Add Income window.



The Benefit Summary for January, 2017 displays the 49% Expense Deduction used in the budget.

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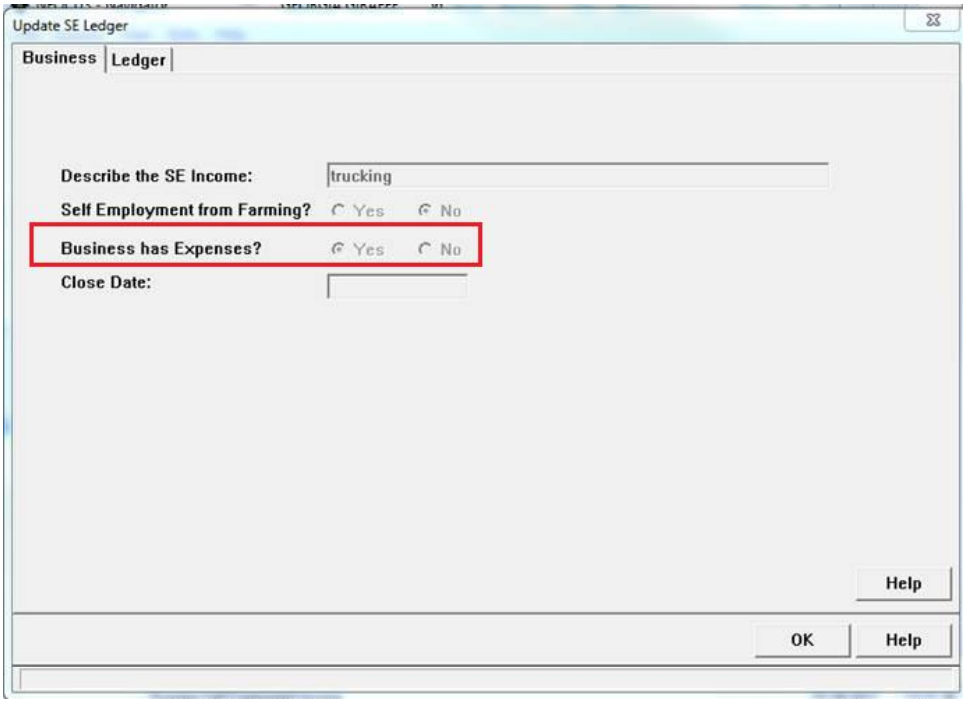


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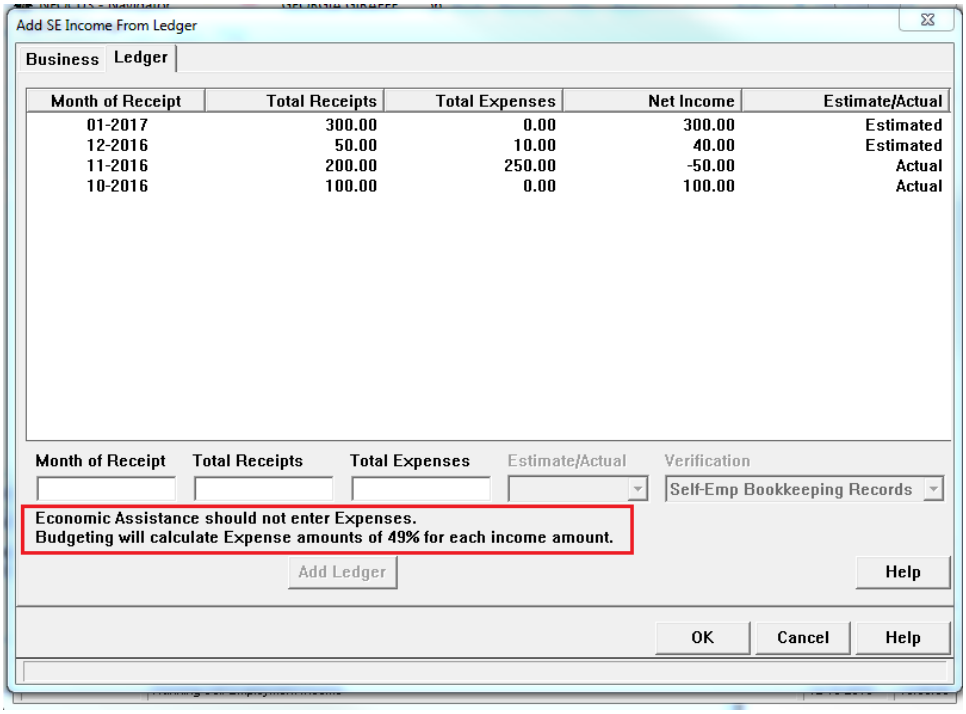


## Assigned Medicaid Program Case (Fix)

Previously when a budget was authorized and the case was assigned; the assignment was end dated and the mode updated to processing. This issue has been fixed so the assignment and assigned mode remains after budgets have been ran.

## Expert System Error (Fix)

When Medicaid budget was authorized, which would result in closure or denial, a critical error would occur. This issue has been fixed.

## SSA HUB Verification of Citizenship (Fix)

Previously verification of citizenship from SSA was not being recognized as a verified source; which was requiring workers to enter the citizenship information and verification source into the expert system Citizenship/Immigration module. This issue has been fixed so SSA is counted as a source of verification of citizenship, eliminating the need to update the Citizenship/Immigration module in expert.